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Make It with Office 2007 (Win) Make It with Office 2008 (Mac) **Essential Microsoft Office Skills** 50 Quick & Easy PowerPoint Weaving Web 2.0 Tools

Award-Winning Digital Photog.

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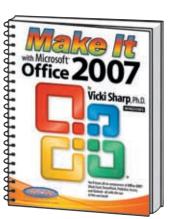
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Make It Make It with Microsoft® 2008

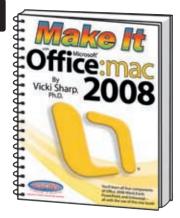


WINDOWS

MACINTOSH

These guick-paced, hands-on guides are designed for busy teachers, educators, parents, students, preservice teachers, student teachers and technology support specialists. They each include a template CD-ROM with more than 35 ready-to-use activities.

Using an activity based approach, learn how to use Microsoft Office. In a matter of minutes create slide shows, photo albums, screen savers, Web pages, graphs, newsletter, certificates and more. Requires Microsoft Office software.



Tutorials:

MARCH 2007

- Word
- Publisher
- Excel
- Access
- PowerPoint
- Outlook

Features:

- Step-by-step tutorials
- Pictures with easy-toread, short directions
- More than 35 projects
- Easy-to-follow organization
- Activities most frequently used in class and home
- Assumes no prior knowledge with program

Digital Photography

Projects

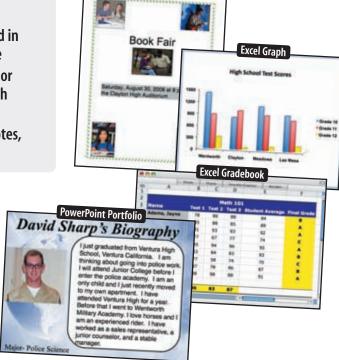
 Helpful tips, notes, and objectives

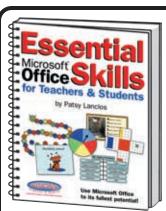
Tutorials:

Word

Excel

- PowerPoint
- Entourage





Essential Microsoft Skills Wise Microsoft Office to its fullest potential!

for Teachers & Students

Teachers and students learn how to use Office...correctly!

Do you become frustrated with Microsoft Office and find that there are some things that you want to do, but just can't figure out? This book has the answers for you! Grades K-Adult

Learn skills that allow you to:

- 1) Use the draw tools effectively
- 2) Prepare documents properly for **publication**
- 3) Use **spreadsheets** for predicting and problem solving
- **4)** Create **presentations** with quality content as the goal

The "tips and tricks" sections of each project will teach you more about using the program and help you integrate the projects into your curriculum. Projects are designed to use over a wide range of grade levels and curricular areas.

Become a leader in your building for the use of Office!

Topics include:

Graphics:

- Draw Toolbar
- Greeting Cards
- Notepaper
- Holiday Decorations
- Fraction Cube

Publishing for Print:

- Word Processing
- Tabs
- Working with Text Boxes
- Formatting Pages
- Tri-fold Brochure
- Formatting Palette
- Text Effects
- Spelling and Grammar
- Shortcut Kevstrokes

Spreadsheets:

- Solving Linear Equations
- Calculating Can Be Fun
- Relationship between Radius. Diameter, and Circumference
- Grid Sheets
- Geometric Templates
- Graphing: Pictographs
- Fraction Representations
- Spinners
- · Statistics: Weather

Presentations:

- Hyperlinks, Hide Slides, and **Automatic Timing**
- Slide Show with Music
- Break Timer
- Digital Portfolio

by Patsy Lanclos

Weaving Web 2.0 Tools

into the Classroom

- Conversation

space page accompanies the book to keep you up to date with new Web 2.0 features.



web-based communities, with people working together using online word processors, spreadsheets, and databases. See how to share your pictures and files with others. Web 2.0 tools allow students to create information that was, in the past, done by professionals. Students explore in a way that will engage them and create self-motivated users of 21st century tools. A Wiki space page accompanies the book to keep you up to date with new Web 2.0 features.



Contents include:

- The 21st Century Skills
- Digital Citizenship – Internet Safety
- Creative Commons
- Introduction to Web 2.0
- Web 1.0 Compared to Web 2.0
- Web 2.0 Tools in Education
- Categories of Web 2.0 Tools

Social Bookmarks

Learning Tools

- Google Productivity Tools - ZOHO Productivity Tools
- NUMSUM
- Citation Builders
- Graphics Tools
- Programming Languages
- Quiz, Rubric, and Survey Creators - Video/Animation Creation Tools
- **Content Sharing**
- Audio - Music
- Photos
- Video
- Photos
- Presentations
- Curriculum and Classroom
- Organizers
- Social Networks
- Wikis

Conversations

- Blogs
- Podcasts

Activities

A "Cool Tips" section

helps students learn

new PowerPoint

skills including:

· Harvesting text, graphics,

and video from the

Adding hyperlinks and

Turning an Inspiration

web into a PowerPoint

spectacular special effects

Creating custom

backgrounds

presentation

Adding navigation

buttons

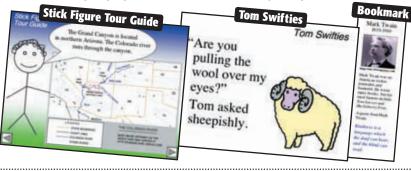
Internet

PowerPoint **Activities**

Easy-to-follow instructions and a CD of project examples assist you in using PowerPoint in ways vou've never dreamed!

Quick

Tired of the same old PowerPoint slide shows? If so, this book is for you! Your students will become PowerPoint wizards. Through these 50 innovative activities, students will gain content, and they will develop creativity, critical thinking, and computer skills -- all skills that help to prepare them for the 21st century workplace! **Grades 3–12**



Create:

- Mini-books
- Bulletin boards
- Flash cards Comic strips
- Chain-of-events paper chains
- Game cards

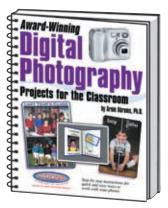
by Tammy

Worcester

- ABC biographies
- Current event reports
- Electronic resumes
- School surveys
- Virtual college visits
- Multimedia math
- Many other presentations

Activities are aligned with ISTE standards and Howard Gardner's multiple intelligences

DOES NOT include application software.



by Dr. Arnie Abrams

Tips include:

- Camera management
- Project management
- Curriculum

Teaching

Award-Winning Kim Rumac Photography boy **Projects for the Classroom** Now that your school has

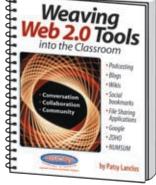
some digital cameras, how are you going to integrate their use into the curriculum?

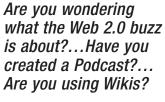
In this book, Dr. Abrams lays out over 60 lesson plans he has developed for using digital cameras and digital imaging (including scanners, printers and software) with students and faculty. The projects cover a wide range of curriculum areas and grade levels. For each project, one side of the page is a worksheet for students to follow and the other side contains a lesson plan for the teacher to manage the project. The book also contains tips for managing digital photography equipment and projects with students.



Features and Benefits:

- Includes a CD with example projects and resources
- Over 75 curriculum-based projects, divided by subject areas
- Lesson plans for each project
- Includes step-by-step instructions
- Written in a non-technical, concise style
- For use by all grade levels, even college
- Includes teacher and administrative projects
- Works on both Macs and PCs





A Wiki

